



UNIVERSITY POLICY FIN-10.02-03/26

TO: The University of West Florida Community

FROM: Mr. Manny Diaz, Jr., President

SUBJECT: Food Safety for Campus Events

RESPONSIBLE OFFICE: Environmental Health and Safety

I. Purpose:

The University of West Florida (the “University”) desires to ensure that all food and beverage provided and served on the property of the University meet all licensing and regulation requirements. Food safety in Florida is regulated by multiple agencies. The main three are: the Florida Department of Health (FDOH), the Florida Department of Agriculture and Consumer Services (FDACS), and the Florida Department of Business and Professional Regulation (DBPR). The University’s Department of Environmental Health and Safety (EH&S) will review food service requests as needed. University food facilities are inspected by FDOH at least annually (this does not include breakrooms or common kitchen areas unless previously permitted).

II. Definitions:

Approved Caterer – is defined as a commercial establishment who has met the requirements set forth by UWF and is in good standing to cater on the UWF Main Campus. Approved Caterers are **not** required to obtain a Temporary Food Permit from FDOH.

Approved Source – business or facility that supplies prepared or packaged food items and is licensed by a responsible state or federal regulatory agency (i.e. grocery store/warehouse store).

Approved Food Provider – is defined as a licensed food vendor who provides food for takeout or delivery but does not perform the functions of a caterer. They must hold a current seating license or annual food permit with their state (i.e. restaurant).

Authorized University Food Vendor – vendor under contract with the University and/or UWF/Business Enterprises Inc. (BEI) and managed by Business and Auxiliary Services to provide campus dining, catering, beverage and snack vending services.

Closed Event – any internal event with a defined guest list that is not advertised or open to the public. The hosting party cannot require payment for foods or beverages.

Public Event – any event or activity openly advertised outside the hosting department or organization outside of the University.

III. Policy:

A. Public Events

If a department or organization plans to provide food at a Public Event, the following rules apply:

1. Any food or beverage **prepared and served** by the sponsoring group must be procured from an Approved Source and must complete a Temporary Food Service Event Application with the Florida Department of Health. The application can be found on the EH&S webpage.
2. Any food or beverage **purchased from and prepared** by an Approved Food Provider or Approved Caterer will be served in the form in which it will be consumed. No additional food preparation or unnecessary food handling shall occur. A UWF Food Event Notification form shall be completed if using an Approved Food Provider, and can be found on the EH&S webpage. This form is **not** required if using an Approved Caterer.
3. An Approved Caterer must provide any food catered for an event.
4. Prior to purchasing beverages, a department or organization shall review the current Beverage Rights section within the Business Auxiliary Services (BAS) website or contact BAS.
5. Registered student organizations are required to officially register any event with the Office of Student Engagement that includes food and beverages, regardless of how they are provided.

B. Other Provisions

1. Student organization bake sales are permitted when registered with Office of Student Engagement and must comply with applicable fundraising policies.
2. All bake sale items must be purchased from an Approved Source. It is impossible to control food prepared, cooked, or stored at home; therefore, any food items prepared in a private home shall **not** be sold on the main campus.
3. This policy does not apply to events held off the UWF main campus, nor does it apply to tailgating events.

Approved by: Signed by:
Manny Diaz
5C95CD42CE4D42C _____ **Date:** 03/13/2026
Mr. Manny Diaz, Jr., President

Authority: Florida BOG Regulation 1.001, University Board of Trustees Powers and Duties
Department of Health Regulation – Chapter 64E-11, Florida Administrative Code
§§ 381.0072 and 500.80, Florida Statutes

Cross Ref.: ES-05, University Risk Management and Insurance Policy
FIN-07, Catering Policy
SA-31, Student Organization Event Registration

History: Approved September 2017; revised January 2026, March 2026

Last Review: March 2026